DOCUMENT RESUME

ED 297 125 CE 050 622

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TITLE Finding Our Way from Here to There: A Parent's Guide to Sex-Fair Vocational Career Planning.
INSTITUTION Hawaii State Dept. of Education, Honolulu. Office of the Director for Vocational Education.
PUB DATE 87
NOTE 53p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Career Choice; Career Planning; Community Colleges; *Employment Opportunities; Equal Opportunities (Jobs); *Nontraditional Occupations; Occupational Aspiration; *Parent Role; Postsecondary Education; *Sex Fairness; Sex Stereotypes; *Vocational Education; Work Attitudes
IDENTIFIERS Hawaii

ABSTRACT

This booklet was designed and illustrated to familiarize parents with the many career opportunities available through vocational education. The text provides an overview with a special emphasis on introducing career options without the limiting occupational sex stereotypes of the past. Topics covered in the narrative include the following: parents' role in career planning; what vocational education offers; career opportunities; what parents can do to help their children make the most of vocational opportunities; cost of sex bias in schools; schools and colleges in Hawaii that provide training for various occupations; and general admissions requirements for postsecondary education. (KC)

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Finding our way from here to there

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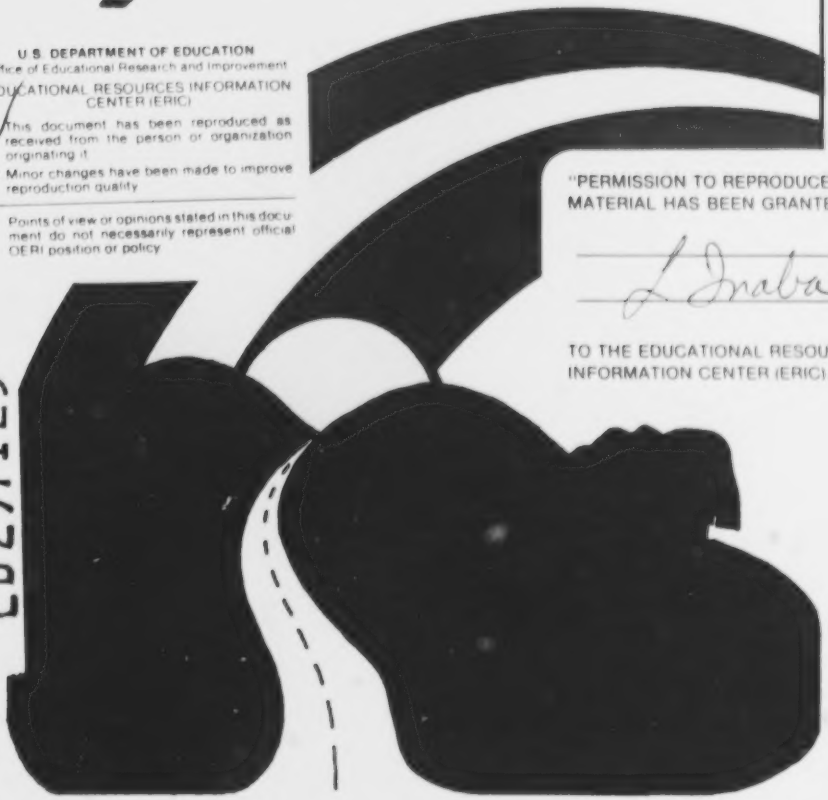

A Parent's Guide to Sex-Fair Vocational Career Planning

CE050622

Office of the State Director for Vocational Education · University of Hawaii

FINDING OUR WAY FROM HERE TO THERE:

A PARENT'S GUIDE TO SEX-FAIR VOCATIONAL CAREER PLANNING

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VIRGINIA NG

Spring 1987

PREFACE

The purpose of this booklet is to familiarize parents with the many career opportunities available through vocational education. The text provides an overview with a special emphasis on introducing career options without the limiting occupational sex-stereotypes of the past.

Today, all students are assured equal access and opportunity within the school system. This means that students can pursue career goals based on their individual interests and capabilities rather than on the outdated notions and biases of sex-segregated careers.

As parents, your familiarity with the changing scene in the world of work, and your understanding and support of your children's career interests are critical to their future success.

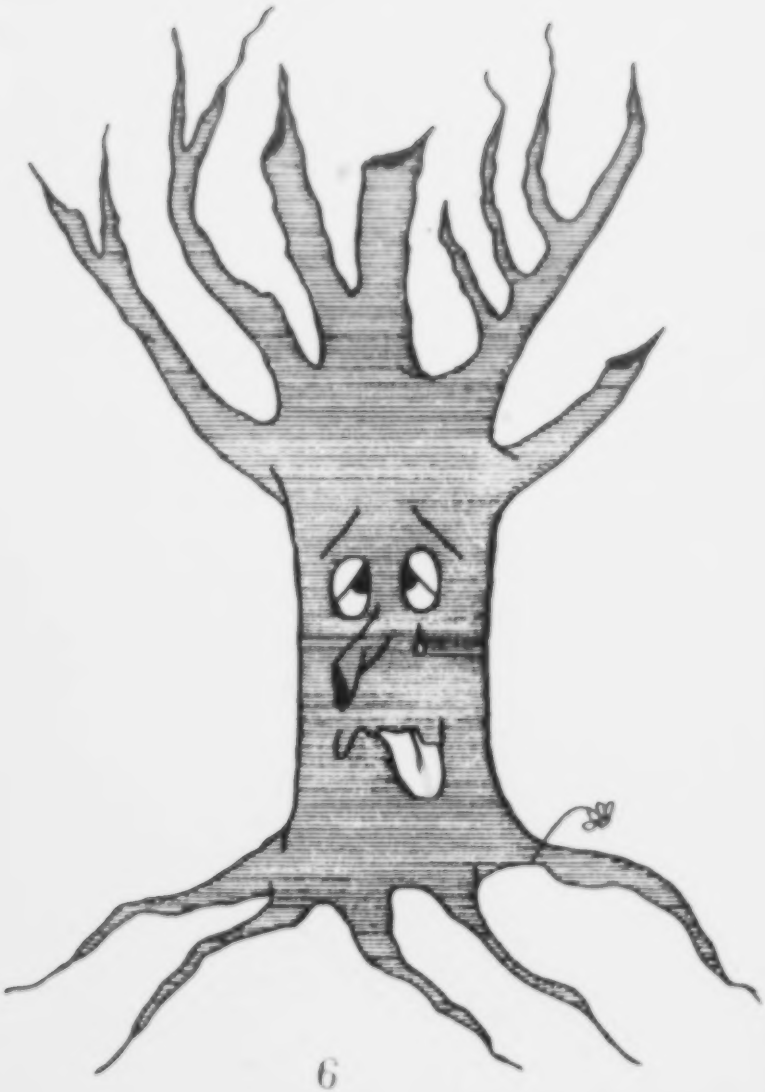
We hope this booklet provides a beginning step towards the selection of that successful career.

Berlyn C. Nishimura
Project Director

Dorothy S. Igawa
Project Coordinator

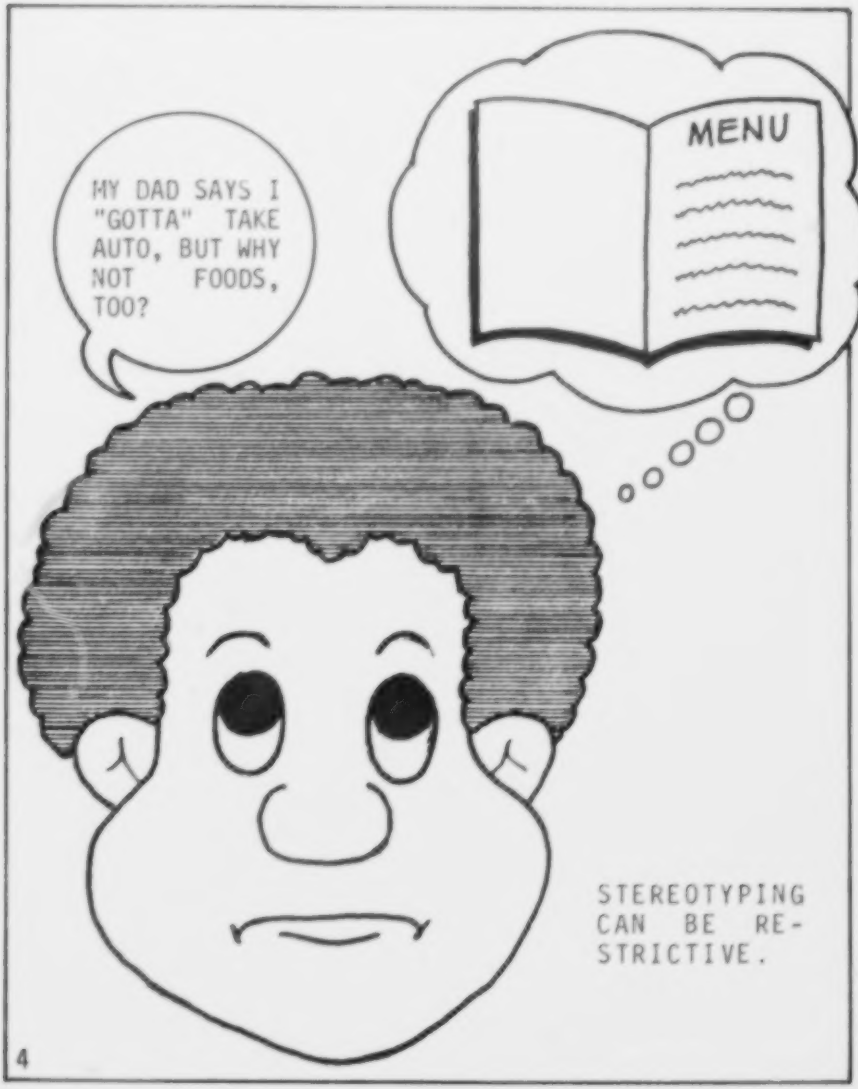
What's Our Role In Career Planning?

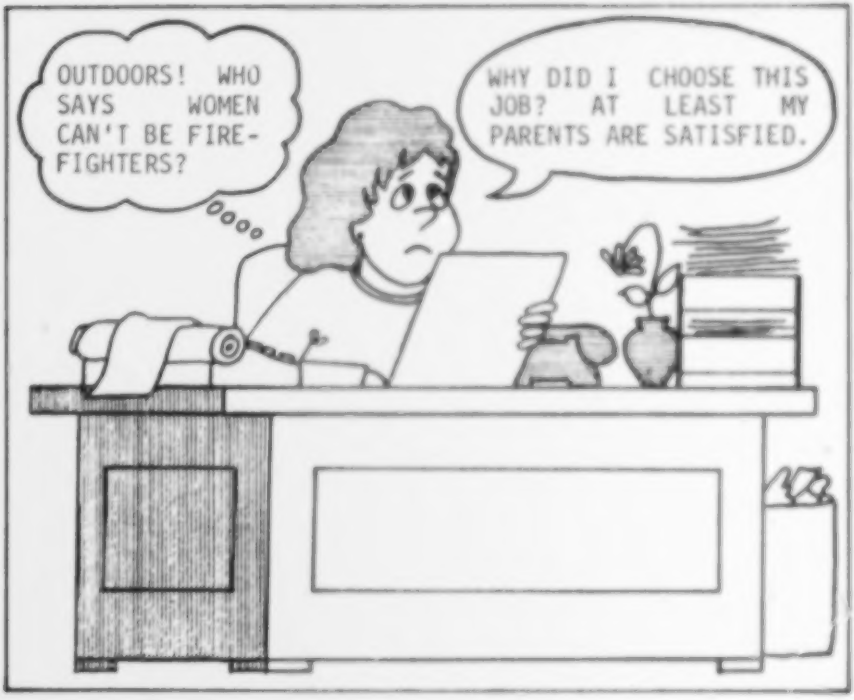
Messages determine growth



in behavior & thought

Paths to future careers can be blocked . . . .




OUTDOORS! WHO SAYS WOMEN CAN'T BE FIRE-FIGHTERS?
WHY DID I CHOOSE THIS JOB? AT LEAST MY PARENTS ARE SATISFIED.

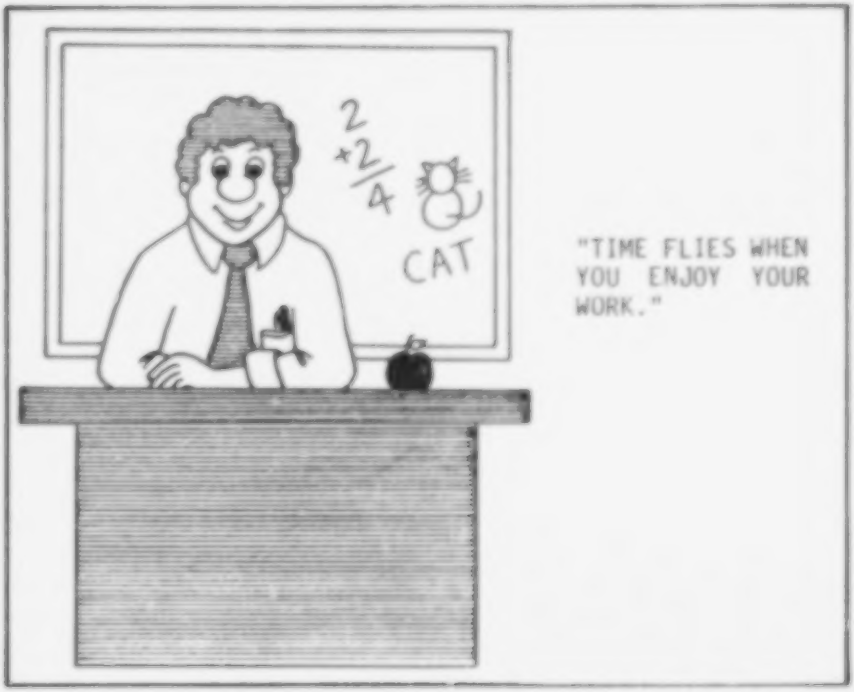
GIRLS HAVE ALWAYS LOOKED FOR SECRETARIAL/CLERICAL JOBS.
?
CLASSIFIED ADS
5

. . . . or opened

to new avenues.

"MY PARENTS SAID TO SIGN UP FOR ANYTHING THAT'S INTERESTING. I'M GOING TO TRY WELDING"

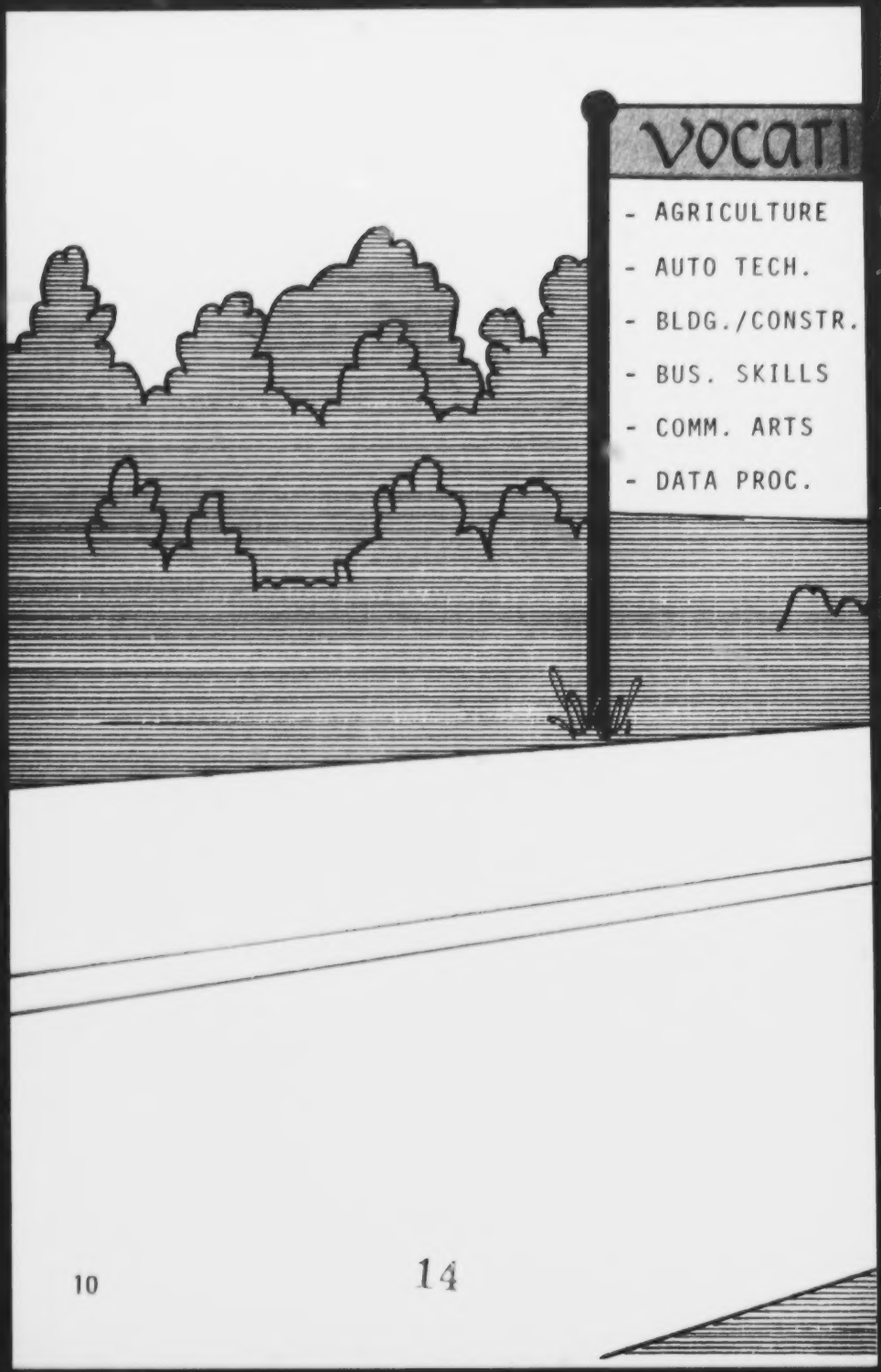
6

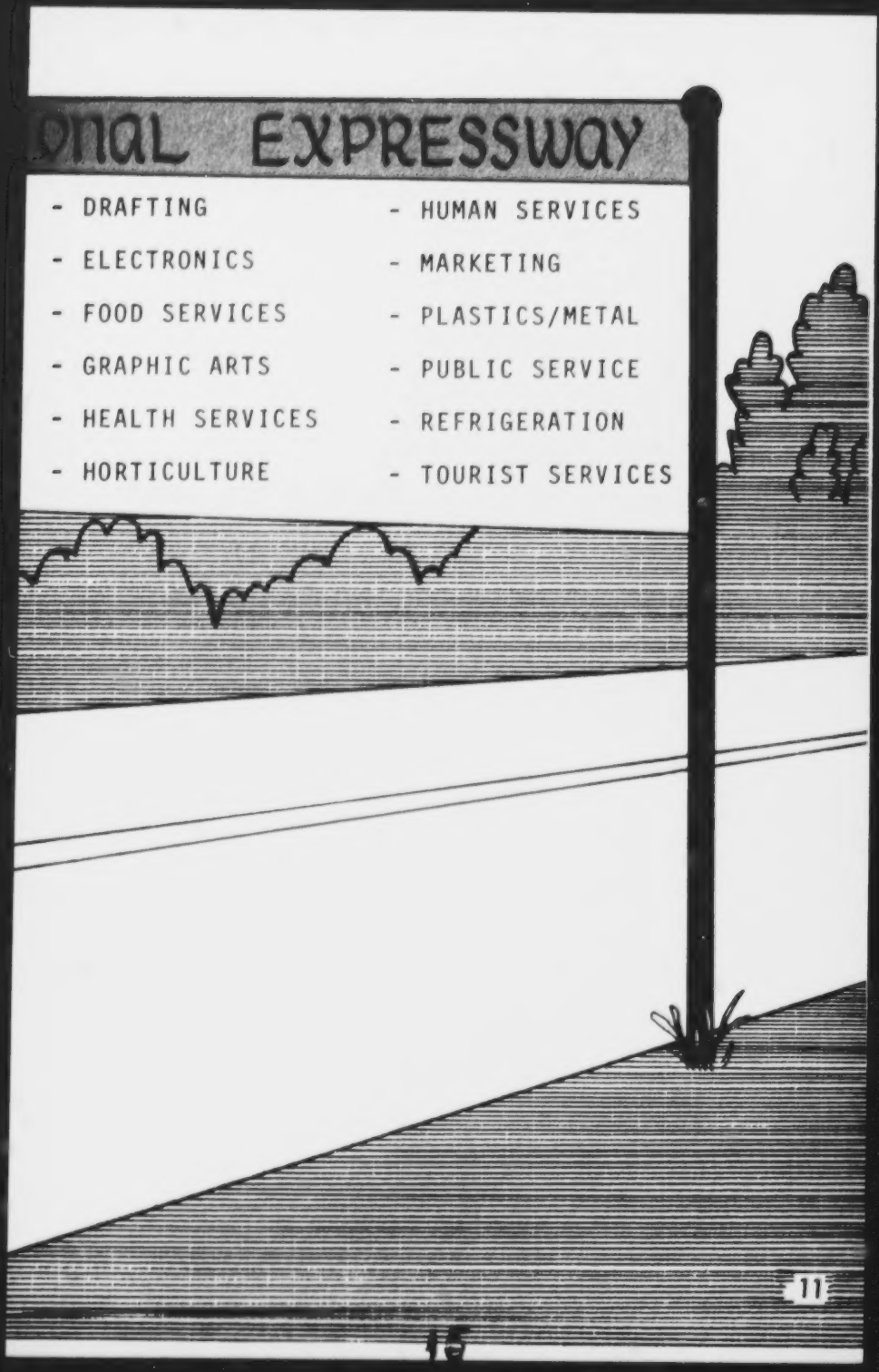


"TIME FLIES WHEN YOU ENJOY YOUR WORK."

"SO MANY POSSIBILITIES. I'LL TRY SOMETHING DIFFERENT."

What Does
Vocational
Education
Offer?

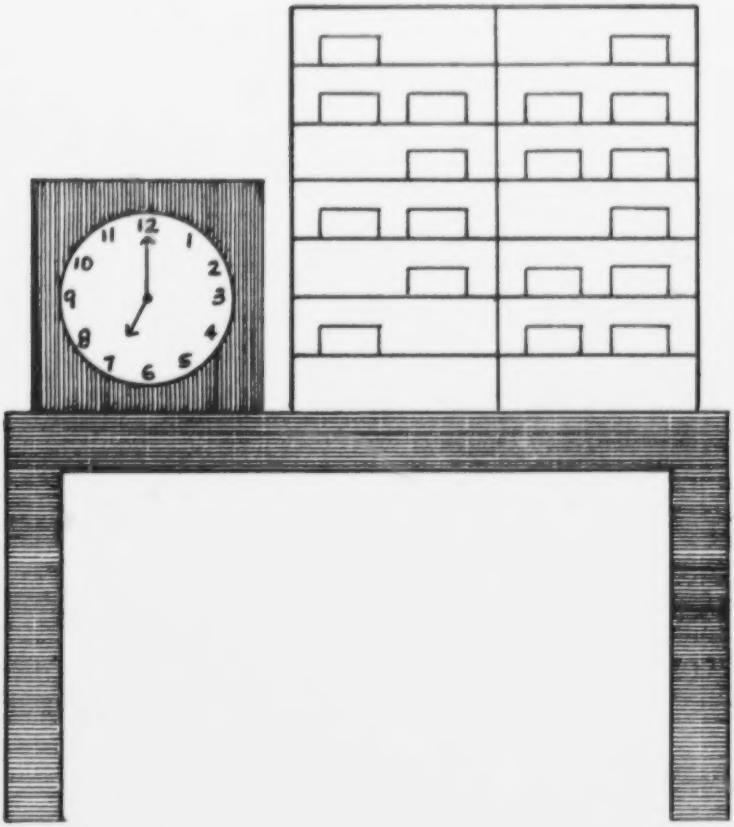

Vocati
- AGRICULTURE
- AUTO TECH.
- BLDG./CONSTR.
- BUS. SKILLS
- COMM. ARTS
- DATA PROC.


onal EXPRESSway
- DRAFTING
- ELECTRONICS
- FOOD SERVICES
- GRAPHIC ARTS
- HEALTH SERVICES
- HORTICULTURE
- HUMAN SERVICES
- MARKETING
- PLASTICS/METAL
- PUBLIC SERVICE
- REFRIGERATION
- TOURIST SERVICES
11

VO-TECH INSPIRES AND MOTIVATES.

VO-TECH TRAINING - LIFELONG SKILLS.

SEX STEREOTYPING IS
OUT OF BUSINESS.



VO-TECH TRAINING DEVELOPS GOOD WORK HABITS: STUDENTS LEARN TO BE ON TIME.

THEY LEARN TEAMWORK AND COOPERATION.

VOC ED IN HIGH SCHOOL PROVIDES OPPORTUNITIES...

...EXPERIENCE LEADS TO SELF-CONFIDENCE.

What
Are
The
Career
Opportunities?

23

CAREER OPPORTUNITIES ARE PLENTIFUL.

WORKERS IN NON-TRADITIONAL CAREERS
CONTINUE TO INCREASE.

WORK PROVIDES ECONOMIC SECURITY...

...AND PERSONAL SATISFACTION.

JOB OPPORTUNITIES

. . .a sample of various
career horizons. . .

TECHNOLOGICAL CHANGES WILL REDUCE THE NUMBER OF STENOGRAPHERS BY FORTY PERCENT OVER THE NEXT DECADE.

T R A V E L I N D U S T R Y

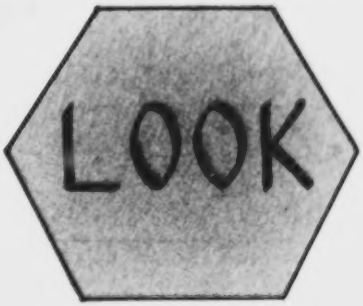
HOTEL FRONT OFFICE CLERK
BOOKKEEPER
CASHIER
HOTEL MANAGER
TOUR GUIDE
BELLPERSON
BARTENDER
COOK AND CHEF
DINING ROOM ATTENDANT
BUILDING CUSTODIAN
HOTEL HOUSEKEEPER
RESTAURANT MANAGER
CONVENTION CENTER MANAGER
TRAVEL AGENT
PERSONNEL MANAGER
SECRETARY
MAINTENANCE WORKER
ENTERTAINER

A E R O S P A C E

PILOT
ASTRONAUT
AERONAUTICAL ENGINEER
MECHANIC
WELDER
CERAMIC ENGINEER
OPERATIONS RESEARCHER
SYSTEMS PROGRAMMER
TECHNICAL WRITER
COMMUNICATION SPECIALIST
INSTRUMENT MAKER
MAINTENANCE ELECTRICIAN
AIR TRAFFIC CONTROLLER
DRAFTER
FLIGHT ATTENDANT
SAFETY ENGINEER
CHEMICAL ENGINEER
ELECTRICAL ENGINEER
RADIO TECHNICIAN
MICROELECTRICIAN
ROBOT PROGRAMMER
SUPERVISOR
SHEET METAL WORKER
COMPUTER OPERATING PERSONNEL
COMPUTER SERVICE TECHNICIAN
PERSONNEL MANAGER
DATA CENTER SPECIALIST
RESERVATIONIST

H E A L T H & M E D I C I N E

RESPIRATORY THERAPIST
RADIOLOGIST
NURSE
MEDICAL LAB TECHNICIAN
DIETARY ASSISTANT
OCCUPATIONAL THERAPIST
MEDICAL CLERK
BACTERIOLOGIST
BIOCHEMIST
PHYSICAL THERAPIST
DIETICIAN
GENETIC ENGINEER
IMMUNOLOGIST
MEDICAL SECRETARY
PARAMEDIC
PHARMACIST
PHYSICIAN
PUBLIC HEALTH EDUCATOR
PRIVATE NURSE
ANESTHESIOLOGIST
OPTHALMOLOGIST
PUBLIC HEALTH NURSE
DENTIST
DENTAL ASSISTANT
X-RAY REPAIR
TRAINER
NUTRITIONIST
BIOLOGICAL PHOTOGRAPHER
MEDICAL TRANSCRIPTIONIST
DANCE THERAPIST

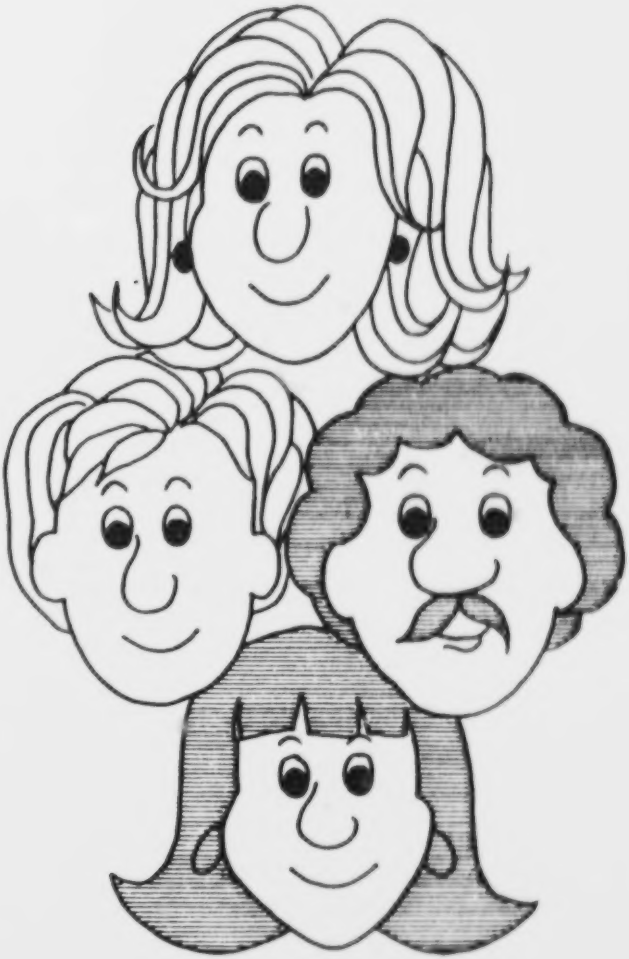


LUNAR MINERS POSITIONS AVAILABLE IN THE YEAR 2000.

E N E R G Y - R E L A T E D

PALYNOLOGIST
GEOLOGIST
CHEMIST
ENGINEER
PLUMBER
CARPENTER
SHEET METAL WORKER
ELECTRICIAN
INSULATION SPECIALIST
MASON
SURVEYOR
AIR CONDITIONING TECHNICIAN
SOLAR ENGINEER
DISTRIBUTOR
SALESPERSON
PAINTER
BRICKLAYER
IRON WORKER
REFRIGERATION TECHNICIAN
GEOTHERMAL ENGINEER
OCEANTHERMAL ENGINEER

What Can
We Do
To Help?



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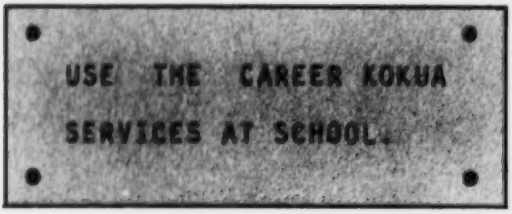
Encourage your child to:

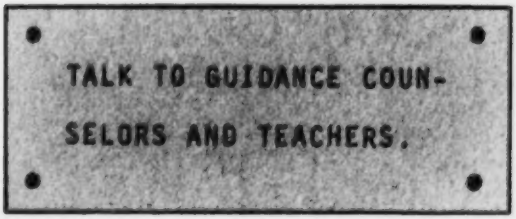
READ ABOUT INTERESTING OCCUPATIONS AND BE AWARE OF NEW CAREER AREAS.

INTERVIEW WORKERS OR PARTICIPATE IN JOB-SHADOWING.

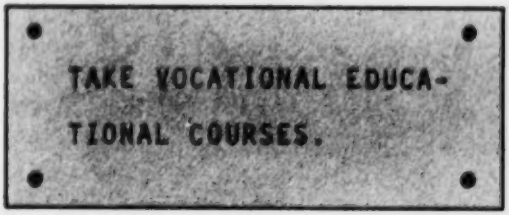
VISIT JOB SITES AND OBSERVE WORKERS.

FIND PART-TIME WORK OR SUMMER JOBS IN OCCUPATIONS OF INTEREST.


USE THE CAREER KOKUA
SERVICES AT SCHOOL.


TALK TO GUIDANCE COUN-
SELORS AND TEACHERS.

DO VOLUNTEER WORK.


TAKE VOCATIONAL EDUCA-
TIONAL COURSES.

EXPLORE SELF: SKILLS,
INTERESTS.

Most of all,
be supportive
of their
interests
and
choices.

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Cost of Sex Bias in Schools: The Report Card

ACADEMIC

- Girls start out ahead of boys in speaking, reading and counting. In the early grades, their academic performance is equal to boys in math and science. However, as they progress through school, their achievement test scores show significant decline. The scores of boys, on the other hand, continue to rise and eventually reach and surpass those of their female counterparts, particularly in the areas of math and science.
- In spite of performance decline on standardized achievement tests, girls frequently receive better grades in school. This may be one of the rewards they get for being more quiet and docile in the classroom. However, this may be at the cost of independence and self-reliance.
- Girls with special educational needs (gifted and learning disabled) are far less likely to be identified and nurtured than boys with similar special educational needs.
- Boys are almost four times as likely to have reading problems as are girls.
- Boys are over sixty percent more likely than girls to be grade repeaters.
- Among boys and girls of equal I.Q., boys are more likely to receive lower grades than girls. Even boys who score as well or better than girls on achievement tests are more likely to get lower grades in school.

- As boys and girls progress through school, their opinions of boys become higher while their opinions of girls become lower. Both boys and girls are learning that in our society, boys are worth more.
- Although women achieve better grades than men, they are less likely to believe that they can do college work. In fact, of the brightest high school graduates who do not go on to college, seventy to ninety percent are women.
- By high school, young women demonstrate a decline in commitment to their work and their future potential. This decline is related to their feeling that boys disapprove of a woman using her intelligence.
- Tests reveal that the majority of female and male college students report that the characteristics traditionally associated with masculinity are more valuable and more socially desirable than those characteristics associated with femininity.
- In athletics, females also suffer from sex bias. In 1974, for example, women's athletic budgets in the nation's colleges were equal to only two percent of the men's budgets.
- Society socializes boys into an active, independent and aggressive role. But such behavior is incongruent with school norms and rituals that stress quiet behavior and docility. This results in a pattern of role conflict for boys, particularly during the elementary years.
- Boys are taught stereotyped behaviors earlier and more harshly than girls; there is a twenty percent greater probability that such stereotyped behavior will stay with them for life.
- Conforming to the male sex role stereotype takes a psychological toll. Boys who score high on sex-appropriate behavior tests also score highest on anxiety tests. Boys are more likely to have emotional problems than are girls, and statistics indicate a higher male suicide rate.
- Males are less likely than females to be close friends with one another. When asked, most males identify females as their closest friends.
- The strain and anxiety associated with conforming to the male sex role stereotype also affects boys physically. Males are more likely to succumb to serious disease or be victims of accidents or violence, and the average life expectancy of men is eight years shorter than women.

- By the middle elementary school years, girls are able to identify only a limited number of potential careers, and even these fit stereotypic patterns. Boys, on the other hand, can identify many potential occupations, and unlike girls, they are able to describe the nature of these careers in detail.
- Although the common perception is that most women will work in the paid labor force only until they get married or have children, the typical twenty-five year old woman will have two children and work for a total of 34 years. Women who are single, divorced or separated will work an average of 41 years. (The work expectancy for men is also 41 years.) Few school programs, however, treat the career preparations of girls with the same seriousness and commitment afforded to boys.
- Over ninety percent of the girls in our classrooms will work in the paid force for a part or most of their lives, although their school training has prepared them for only a few, low paying positions.
- Many young women exhibit conflict over combining career and family roles. School programs rarely offer female students help in resolving this conflict.
- Teachers and counselors advise boys to enter sex stereotyped careers and limit their potential in occupations like kindergarten teacher, nurse or secretary.
- Many boys build career expectations that are higher than their abilities. This results in later compromise, disappointment, and frustration.
- Both at school and at home boys are taught to hide or suppress their emotions; as boys and as men they may find it difficult or impossible to show feelings towards their family and friends.
- Boys are actively discouraged from playing with dolls (except those that play sports or wage war). Few schools provide programs that encourage boys to learn about the skills of parenting. Many men, through absence and apathy, become not so much parents as "transparents." In fact, the most common perception children have of their father is that of punishing agent.

Partially as a result of the career counseling and preparation girls receive in school, they suffer severe economic penalties:

- Over forty percent of families headed by women live below the poverty level.
- A woman with a college degree will typically earn less than a male who is a high school dropout.
- The typical working woman will earn 59 cents for every dollar earned by a male worker.
- Minority women earn even less, averaging only fifty percent of the wages earned by white males.
- In contrast to the popular belief that things are getting better for female workers, since 1954 the gap between the wages earned by men and women has not gotten smaller. In fact, in the last 25 years this gap has almost doubled.

The Mid-Atlantic Center for Sex Equity
The American University
Foxhall Square Building, Suite 224
3301 New Mexico Avenue, N.W.
Washington, D.C. 20016

GET A HEAD START ON YOUR FUTURE

Prepared by Wallette Pellegrino and her staff, Maui High School

The table of occupations below describes various career opportunities in Hawaii. This table is divided into the following categories for each occupation listed:

1. Job title and Career Kokua number used with the Career Kokua Cardsort or Computersort system in the high schools.

2. Skills and aptitudes a person should have for that occupation.

3. High school courses which a student should consider taking to prepare for the occupation or for the college program.

4. Schools or training programs available in Hawaii.

5. Outlook

The chart is meant to be a guide only. If you would like more specific information about a particular occupation, you should visit your daughter's or son's high school Career Center.

Key to Abbreviations:

BYU-H	-	Brigham Young University-Hawaii Campus	Kauai CC	-	Kauai Community College
Hawaii Loa	-	Hawaii Loa College	LCC	-	Leeward Community College
HCC	-	Hawaii Community College	MCC	-	Maui Community College
HPC	-	Hawaii Pacific College	UHH	-	University of Hawaii at Hilo
Hon CC	-	Honolulu Community College	UHM	-	University of Hawaii at Manoa
KCC	-	Kapiolani Community College	WCC	-	Windward Community College

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
CLERICAL OCCUPATIONS: 1400				
SHORTHAND COURT REPORTER 1415	good hearing; eye-hand coordination; above average verbal ability; record 160-225 words per minute	typing, shorthand, English, 2nd language	Hawaii Sch of Bus; KCC	Balanced (Current supply meets demand)
SECRETARY 1442	above average ability to see details accurately in written materials & shapes & sizes; good verbal ability & eye-hand coordination; type 45-70 wpm; shorthand 80-100 wpm	typing, shorthand, office machines, English, word processing, foreign language	UHH; Kauai CC; MCC; Job Corps; Med-Assist School; Cannon's; Hawaii Sch of Bus; LCC; Hon CC; KCC; WCC; BYU-H; HCC	slight shortage of legal & general secy; balanced for medical secy
BOOKKEEPING AND ACCOUNTING OCCUPATIONS: 1600				
ACCOUNTANT * 1614	good judgment; speed & accuracy with numbers; analyze relationships between numbers; 4-year degree usually required	advanced math, data processing, business law, econ, typing, office machines	UHM; Chaminade; HPC; BYU-H	slight surplus in public accounting
BOOKKEEPER 1616	above average ability with numbers; accuracy; see details; concentrate on details	business math, record-keeping, accounting, typing, business machines, data processing	Kauai CC; MCC; Accounting Academy of Hawaii; Cannon's; Hawaii Sch of Bus; HPC; LCC; KCC; WCC; HCC	Balanced; expected to grow

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
MATHEMATICAL AND COMPUTING OCCUPATIONS: 2300				
COMPUTER PROGRAMMER 2354	above average math; organize ideas & data; perform detailed work with numbers & symbols	advanced math & computer math to prepare for college; algebra, geometry, econ, oral communication	UHH; BYU-H; Data Entry Insti of Haw; LCC; KCC; Chaminade; UHM; Hawaii Loa; Cannon's; Hawaii Sch of Bus.	slight shortage
COMPUTER OPERATOR 2356	read & interpret instructions quickly	typing, data processing, office machines, business English	UHH; Data Entry Insti of Hawaii; Hawaii Sch of Bus; Cannon's	Balanced
ENGINEERING AND DESIGN OCCUPATIONS: 2400				
ENGINEER * 2411	visualize 2 & 3 dimensional objects; high math & science aptitude; creative	advanced math, physics, chemistry, social science, mechanical drawing, architectural drafting	UHH-pre-engineering; Hawaii Loa-3-2 program; LCC-pre-engineering; UHM	slight shortage for most; balance for civil eng.
ENGINEERING TECHNICIAN 2451	visualize 2 & 3 dimensional objects; good verbal & writing skills; handle small objects with fingers	algebra, geometry, physics, drafting	Hon CC; HCC	Balanced

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
ARCHITECT * 2464	visualize spatial relationships; ability with details; creative and artistic	arch. drafting, algebra, geometry, physics, trig., design, basic art, computers	UHM--5 year program	Surplus
DRAFTERS 2484	good eyesight/use of hands and fingers; visualize/draw 2 and 3-D objects; able to follow instruction/ speak and write effectively	algebra, drafting, art, chemistry, writing, computer programming, data entry, geometry, oral comm., physics, trigonometry	UHH; LCC; Hon CC; HCC	Slight surplus
MECHANICS OCCUPATIONS: 3100				
AUTOMOBILE MECHANIC 3112	good use of fingers/ hands; math; heavy lifting; ability to read decimals and percents	auto mechanics, electronics, metals, algebra	UHH; Job Corps; Kauai CC; MCC; LCC; Hon CC; WCC; BYU-H; New York Technical Institute; HCC	Slight shortage of journey-worker mechanics
AIR CONDITIONING/REFRIGERATION MECHANICS 3146	ability to visualize 3-D objects from drawings	algebra, auto mechanics, drafting, electronics, geometry, metals, physics	Job Corps, Hon CC	Same demand in federal agencies; slight surplus

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
COMPUTER SERVICE TECHNICIAN 3165	above average ability to catch on to things/work with hands and fingers; visualize circuitry from drawings; good close vision and color perception	electronics, data processing, algebra, physics	Apprenticeship training; Electronics programs: UHH; Hon CC; BYU-H; Electronics Institute	Surplus
AGRICULTURE, FORESTRY, AND OCEAN OCCUPATIONS: 4100				
HORTICULTURE/ NURSERY WORKERS 4142	able to see details/ work well with hands/ follow directions	agriculture, biology earth science, math, plants/animals in HI	MCC; UHM; HCC	Balanced
FLORAL DESIGNERS 4146	good color vision/use of hands; good judgement/artistic ability; work under pressure	art; horticulture	no specific curriculum in Hawaii schools	Slight shortage of experienced floral designers
CONSTRUCTION OCCUPATIONS: 4200				
CARPENTER 4254	eye-hand coordination; sense of balance and ability to work in high places	math, building and construction technology, drafting, electrical/electronics tech, woods	UHH; Job Corps; Kauai CC; MCC; Hon CC; BYU-H; HCC	Surplus; depends on construction activity

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
GRAPHIC ARTS OCCUPATIONS: 4700				
PRINTING PRODUCTION WORKERS 4766	mechanical ability; typing/spelling skills; knowledge of electronics/photography; good eye sight; able to see detail; ability to work under pressure/follow set work pattern	accounting, advertising art, chemistry, drafting, graphic arts, math, photography, typing	LCC	Balanced to slight demand
METALWORKING OCCUPATIONS: 5400				
MACHINISTS 5464	above average ability to see details, visualize 2 or 3-D objects, make visual comparisons; highly accurate work requiring concentration/ physical effort; good use of hands/eye-hand coordination; ability to follow complex directions; work independently	industrial arts, metals, trigonometry, drafting, mechanical drawing, building/construction	Hon CC	Balanced

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
WELDER 5492	eye-hand coordination; visualize 2 or 3 dimensional objects	welding, math, metals technology, blueprint reading, mechanical drawing	UHH; Job Corps; Kauai CC; MCC; Hon CC; HCC	Slight surplus
ELECTRICITY AND ELECTRONICS OCCUPATIONS: 5600				
ELECTRONICS TECHNICIAN 5668	above average ability to express ideas in writing or orally; compare different shapes; visualize 3 dimensional objects from drawings	blueprint reading, algebra, technical sketching, electricity/electronics technology	UHH; Hon CC; BYU-H; HCC; Electronics Institute	Balanced to slight surplus
TRANSPORTATION OCCUPATIONS: 6100				
TRUCK DRIVER 6144	good health; eye-hand-foot coordination; judge distances; react quickly; good driving record	driver ed, auto mechanics	see phone book for commercial driving schools	Surplus

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
PILOT & FLIGHT ENGINEER 6188 *	extremely high numerical ability; above average verbal skills; ability to visualize 3-dimensions and see details in shapes, sizes and forms; react quickly in emergencies; good health--hearing, vision, muscular coordination; knowledge of weather	English, science, advanced math, physics, geography, mechanical drawing	for basic flying skills--Barbers Pt Flying Club; Hawaii Country Club of the Air; Hawaii Pacific Helicopters; Hickam-Wheeler Aero Club; Soar Hawaii; Assoc. Aviation Activities	Surplus; prefer college graduates
FOOD SERVICE OCCUPATIONS: 7800				
CHEF/COOK 7824	good use of hands; keen sense of taste and smell; see detail in size, shape, form; follow instructions	math, food service, general business	UHH; Job Corps; Kauai CC; MCC; LCC; KCC; Travel Institute of the Pacific; Hon CC; HCC	Balanced; more jobs in restaurants than in hotels
FLIGHT ATTENDANT 7856	courteous; patient; good physical health; ability to speak clearly; vision must be correctable to 20/40; knowledge of emergency procedures; food service; first aid	communication, geography, history, foreign language	Prefer those with 2 years of college and prior public contact experience. Most airlines train employees in their own training programs.	Surplus; job opportunities currently are poor

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
HEALTH SERVICE OCCUPATIONS: 8100				
PHYSICIAN * 8112	good ability; good judgment; act quickly and effectively in emergencies; see detail	algebra, biology, chemistry, English, oral communication, physics	UHM Admission to medical school is highly competitive. Most applicants have completed a 4-year bachelors degree program first.	Slight surplus
REGISTERED * NURSE 8162	good ability/skills in writing and speaking; stamina; respond quickly in emergencies	biology, chemistry, math, psychology, English, writing, communication, first aid, 2nd language	UHH; Kauai CC; MCC; Hawaii Loa; UHM Either a 4-year bachelor's degree or 2-year associate degree program is available.	Balanced
LICENSED PRACTICAL NURSE 8164	good physical health and strength; follow directions	biology, chemistry, math, English, 2nd language	Kauai CC; MCC; KCC; UHH; HCC	Surplus
EMERGENCY MEDICAL TECHNICIAN 8168	strength to lift patients; emotional stability; use of judgment/emergency equipment	basic math, reading, writing skills, advanced first aid	Big Island & Hawaii Employment Training Office; Kauai CC; MCC; International Life Support	Shortage

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
SOCIAL SERVICE OCCUPATIONS: 8400				
SOCIAL WORKER * 8417	above average ability to communicate orally with different groups; reason and make judgments; respect for rights of ethnic, sexual and cultural differences	biology, composition writing, ethnic studies, math, oral communication, political science, phychology, sociology, foreign language	UHM; BYU-H	Surplus
LAWYER * 8432	high ability to communicate orally and in writing; reason and analyze; see details accurately; influence others	English composition and lit., economics, American History, accounting, government, Latin	UHM; Hawaii-Loa (pre-law)	Slight surplus
LEGAL ASSISTANT (PARALEGAL) 8433	high verbal ability to read, write, speak; think logically; organize data	composition writing, ethnic studies, political science, psychology, sociology, oral communication, math	KCC	Balanced to slight shortage

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
CHILD CARE WORKER 8449	knowledge of child dev./ed./psychology; ability to organize/ plan various activities; emotional stability, physical stamina	biology, child care, writing, English, ethnic studies, math, oral comm., psychology, sociology	Kauai CC; Hon CC; HCC Chaminade Univ.	Slight shortage of qualified teachers; slight surplus of child care aides
ELEMENTARY & SECONDARY TEACHERS * 8456	relate well to people of all ages; organize materials and ideas; patience; enthusiasm; be flexible and creative; present subject matter effectively	get work or volunteer experience with children to see if you are suited to teaching	BYU-H; UHM; Chaminade	Slight surplus; some demand in ag, math, science, industrial arts, spec. ed. greatest surplus is in art, social studies, health, P.E.
PERSONAL SERVICE OCCUPATIONS: 8600				
HAIR STYLIST 8624	good eye-hand coordination; finger dexterity; patient; willingness to stand long hours	biology, chemistry, general business, health, oral communication, psychology	Hawaii Institute of Hair Design; Hollywood Beauty College; Trendsetters; Hon CC; Big Island School of Hair Design	Balanced

OCCUPATION/ CAREER KOKUA NUMBER	SKILLS/APTITUDES	HIGH SCHOOL COURSES	HAWAII SCHOOLS	OUTLOOK
LAW ENFORCEMENT OFFICER 9414	sound judgment; observe and remember details; communicate in writing and orally	psychology, math, U.S. History, oral communication, business law, P.E., health, typing	UHH; Kauai CC; MCC; HCC; Hon CC; Hawaii Police Department; Honolulu Police Department; Professional Security Services	Chances of employment best for those with some college education; for women also

* Indicates an occupation for which a college degree (2-year, 4-year, professional) is required or strongly recommended.

GENERAL ADMISSIONS REQUIREMENTS FOR POSTSECONDARY EDUCATION

School counselor and/or the respective college catalogues will have the most recent requirements.

COMMUNITY COLLEGE SYSTEM:
Admission is open to any high school graduate or person 18 years or older who can profit from the instruction offered. Other admission criteria may be imposed for community college programs that are limited in enrollment spaces or that are more selective. The SAT is not required. Check the catalogue for specific requirements.

UNIVERSITY OF HAWAII-MANOA:
Freshman applicants must have earned 20 units of high school work of which at least 15 are college preparatory. These must include 4 units in English; 2 in algebra and/or geometry; 2 in the natural sciences; 4 in the social sciences; and additional units above algebra and geometry, science, and foreign language are strongly recommended for the remaining 3 units. The other 5 elective units may include courses for which the high school grants credit. Prospective students must also take the Scholastic Aptitude Test (SAT).

UNIVERSITY OF HAWAII-HILO

Students should have completed at least 15 units of high school work including 3 units in English; 1 unit in algebra; and 6 from among physical, biological, and social sciences, math beyond first year algebra, English beyond the three-unit minimum, and foreign language. Up to 5 units may be completed in any other subject (except physical education and ROTC). Prospective students must also take the Scholastic Aptitude Test (SAT).

Students who are interested in specialized programs such as engineering,agriculture, architecture, nursing, etc. should check the college catalogues early for other admissions requirements.

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The policy of the University of Hawaii is to provide equity of opportunity in higher education, both in its educational mission and as an employer. The University if committed to complying with all state and federal statutes, rules and regulations which prohibit discrimination in its policies and practices and which require affirmative action, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964; Section 503 and Section 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended; Title IX of the 1972 Education Amendments; the Equal Pay Act of 1963; Executive Order 11246, as amended; and the Age Discrimination Act of 1975.